

sender's
address on
the top
right-hand
side

date on the
right-hand
side

an informal
greeting, e.g.
'Dear'... or
'Hello'...

an introduction
that sets out
the purpose of
the letter

more details
are given
in next
paragraph(s)

a conclusion
finishes the letter
or sets out what
the sender wants
the recipient to
do next

ends with
'from', 'best
wishes'
or 'love'

capital letter
to punctuate
a sentence

capital letter
for people

capital letter
for places

capital letter
for days of
the week

capital
letter for
the personal
pronoun 'I'

full stop

ideas and
sentences
joined with the
conjunction
'and'

common
exception
words spelt
correctly

compound
word

prefix 'un'
used

plurals spelt
correctly

adding
suffixes -ing
-ed -er to
a verb

adding
suffixes -er
or -est to
an adjective

question
mark

exclamation
mark

adjective to
describe and
add detail